



Mobile Food Vendor Permit Application Facts Sheets

Parks and Recreation Department

This facts sheet has been created to aid in the process for the Mobile Food Vendor Permit Application.

Items required to be presented with submission of the application:

- State of Iowa Annual Mobile Food Vendor License
- Iowa Department of Revenue Permit
- State of Iowa Issued Certification(s)
- Fire Marshall Safety Inspection Approval
- Insurance
- Description of Location(s)
- Written Consent (if applicable)

Please ensure proper up-to-date documentation is provided at all times, as the issued permit will be valid only through current document. Once new up-to-date documentation has been received, a new permit will be issued through the remainder of the year.

If you are missing documentation or just need to know where to begin the initial process of attaining required documents, please see the reference/contact information below to assist you:

State of Iowa Annual Mobile Food Vendor License

This annual license issued by the State of Iowa is required for any mobile vendor in the state. If you are unable to provide a copy, please visit <https://iowa.safefoodinspection.com/> or <https://dia.iowa.gov/food/business-licensing>

For any questions regarding state requirements, please call: (515) 281-6538

Or in writing: *Iowa Department of Inspections and Appeals Food and Consumer Safety Bureau*

321 E 12th St FL 3

Des Moines, IA 50319

Iowa Department of Revenue Permit

This permit issued by the State of Iowa and grants permission to the applicant/business to collect revenue, unless applicant can provide proof of applicable sales tax exemption for Iowa. For question as please visit

[https://govconnect.iowa.gov/tap/ /](https://govconnect.iowa.gov/tap/)

Or call the Iowa Department of Revenue: (515) 281-3114

For writing: *Iowa Department of Revenue*

Registration Services

P.O. Box 10470

Des Moines, IA 50306



Mobile Food Vendor Permit Application Facts Sheets

Parks and Recreation Department

State of Iowa Issued Certification(s)

For questions, regarding certifications, please visit <https://dia.iowa.gov/food/business-licensing> "Regulatory Authorities & Contacts", [see map and contact information](#) or call: (515) 281-6538.

Fire Marshal Safety Inspection Approval

This is a letter of approval from the Fire Marshal, following their safety inspection of the vehicle listed on the application.

For questions, or to make an appointment for an inspection, please contact: Deputy Chief/Fire Marshal

Alex Ford

(712) 890-5372

Insurance

Proof of general liability insurance, including products liability coverage in the amount of \$1,000,000 or more for property damage.

Description of the Locations

Description of the locations applicant anticipates selling from (e.g., park area, parking lot location, street address, etc.

Written Consent

Written consent from the property owner(s), Permanent food Establishment owners is required. There is definitive permission given/granted.

- Business owner(s) are not always the property owners.
- If you are vending ONLY in city parks' the issuance of the Mobile Food Vendor Permit is the City's consent. Written consent is

Please note that in order to process an application all documents must be submitted first.

Please allow three business days for processing.

If you have any further questions please contact the Parks and Recreation Department (712) 890-5291

Or visit the City of Council Bluffs, Iowa [Parks and Recreation Department, Permits and Licenses](#).